

# Urban & Community Forestry: Tree Inventory Grant Program

2012/2013

## Request for Proposals



State of California  
Department of Forestry and Fire Protection  
(CAL FIRE)  
Urban & Community Forestry Program



Grant program made Pursuant to the California Urban Forestry Act of 1978 (Public Resources Code 4799.06 – 4799.12), a copy of which can be found at: [http://www.fire.ca.gov/resource\\_mgt/resource\\_mgt\\_urbanforestry.php](http://www.fire.ca.gov/resource_mgt/resource_mgt_urbanforestry.php).

Grant Funds made available from:

*Proposition 84, Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006*

**Concept Proposals Due: September 19, 2012**

## Urban & Community Forestry: Tree Inventory Grant 2012-2013

### **IMPORTANT NOTE:**

Please also see and refer to the *Urban & Community Forestry Grant Programs Procedural Guide for 2012/2013*. This document is available at:

<http://www.ufe.org/grantinfo.lasso>

or

[http://www.fire.ca.gov/resource\\_mgt/resource\\_mgt\\_urbanforestry.php](http://www.fire.ca.gov/resource_mgt/resource_mgt_urbanforestry.php).

*Grant applicants are responsible to meet the requirements of both documents. This RFP document takes precedence in the case of a conflict between the two documents.*

### **Introduction:**

The California Department of Forestry and Fire Protection (*CAL FIRE*) will set aside funds to provide grants to applicants in need of implementing or adding to an Urban Forestry/ tree inventory program. The funding level of each *CAL FIRE* Urban & Community Forestry grant program may be adjusted based on the applications received.

The *CAL FIRE* Urban & Community Forestry Program works to optimize the benefits of trees and related vegetation through multiple-objective projects that provide environmental services and cost-effective solutions to the needs of urban communities and local agencies, including, but not limited to, increased water supply, clean air and water, reduced energy use, flood and storm water management, recreation, urban revitalization, improved public health, and producing useful products such as biofuel, clean energy, and high quality wood. Such efforts play a significant role in meeting the state's greenhouse gas emission reduction targets. We encourage citizen participation in the development and implementation of state and local agency and non-profit organization urban forestry programs and projects.

Eligible applicants include cities, counties, and qualifying districts. Districts include, but are not limited to, school, park, recreation, water, and local taxing districts.

### **Purpose:**

The purpose of this grant program is to fund the acquisition and/or implementation of an inventory system to be used as a basis for managing a jurisdiction's urban forest. Projects may integrate new or existing software into existing inventories. Inventories must be community friendly, contain the minimum data fields in ATTACHMENT A, and may include a minimum level of a training or educational component. No other practices may be funded by this grant program.

## Conditions:

All of the following conditions must be met for your proposed urban forestry project to be eligible for a grant:

- Grant requests must be for establishing or adding to an existing inventory only.
- Applicant must be a city, county, or district.
- The amount requested must be between \$30,000 and \$150,000. (There is a separate program, “*Leafing Out*”, for all Urban & Community Forestry Grant Projects of \$2,500 - \$30,000).
- Applicant agrees to collect inventory data to specifications in “ATTACHMENT A”.
- Applicant must have an existing urban forest/street tree protection system (city ordinance, general plan element, etc.).
- Applicant must have an existing urban forester, arborist, or other qualified position responsible for urban forest resources.
- Applicant must agree that the inventory system will be in such a format that it will be compatible with both the applicant’s Geographic Information System (GIS) and the applicant’s work order generation system.
- Applicant must agree to allow public access to inventory data and to provide an electronic copy of the final inventory data to *CAL FIRE* in a usable format at the completion of the grant.
- A project must be located in, or immediately adjacent to, an “urban area” or “urban cluster” as defined by the U.S. Census Bureau.  
(<http://www.census.gov/geo/www/ua/2010urbanruralclass.html>)
- The applicant has complied (and will comply) in all respects with all applicable local and county ordinances, and all applicable state and federal laws and regulations, including the California Environmental Quality Act (CEQA).

## Cost share:

These grants are to share the cost of eligible urban forestry projects. The proportion of the project’s cost funded by *CAL FIRE* Urban & Community Forestry shall not be greater than **75% of total project cost**. Matching contributions (**25% of total project cost**) required as a condition of grants made pursuant to this section may be made in the form of material, services, or equipment, as well as funds from any non-state source. For example:

Total Project = \$187,500.00  
*CAL FIRE* Maximum = \$150,000.00  
Minimum match required = \$37,500.00

***Important Note:*** *Disadvantaged or severely disadvantaged communities as defined in the Urban Forestry Act are eligible to have increased cost share of up to 90% of project costs with a 10% matching contribution in the form of material, services, equipment, or funds from any non-state source. Such communities must be able to prove they meet this criteria. Please see Procedural Guide for further details.*

## **Ineligible costs:**

This grant cannot finance any undertaking or complete any practice designed to supplant rather than supplement existing local agency activities. Such ineligible practices shall consist of any request that *CAL FIRE* furnish grants to take the place of a regular or ongoing fiscal commitment to a program or project by a local government. Any practices that are required as mitigation of any kind may not be financed by this grant program.

For projects that include an Urban or Community Forestry Education Program, no more than 15% of grant funds may be used towards each of these activities. Separate grants are available for these specific program areas. These activities as part of the overall project can be shown as project match dollars by the applicant.

## **Application:**

The first step is to complete a Concept Proposal Application. If your Concept Proposal Application is selected, you will be asked to complete a Full Proposal. The Concept Proposal Application can be found at:

<http://www.ufe.org/grantinfo.lasso> or  
[http://www.fire.ca.gov/resource\\_mgt/resource\\_mgt\\_urbanforestry.php](http://www.fire.ca.gov/resource_mgt/resource_mgt_urbanforestry.php)

**Concept proposals must be submitted electronically in the provided format by September 19, 2012. Email or electronic submissions other than in the provided format will not be accepted unless alternative arrangements are made with Urban & Community Forestry Program staff ahead of the deadline. Do not send unsolicited materials. Doing so will result in rejection of the application. In the case of technical difficulties or an inability to utilize the online format, please contact your CAL FIRE Regional Urban Forester for authorization to use alternative grant submittal procedures at least two weeks prior to the due date (see Procedural Guide APPENDIX E).**

Using the submit button at the end of the form field will submit the concept application electronically. Before clicking to submit your concept application, please print a copy for your records and go to the file menu in your current version of Adobe Acrobat Reader (<http://get.adobe.com/reader/>) and select the "save a copy" option. This will allow applicants to retain a copy of the application for their records.

## **Information required on concept application shall include:**

Complete the online application and follow the format, directions about size limitations etc. Failure to fully complete the form will result in rejection of the application.

The project description should include a description of the project, the number and job nature of the people involved in the project and the source of funds, materials, equipment or services to be provided by the applicant. Provide your proposed budget following the format provided in the concept proposal form.

## Desirable Concept Proposal Attributes

- The project will provide a basis for long term, high quality management of the urban forest resource to be inventoried.
- The degree to which the project will produce a product that will be widely available for public inquiry.
- The degree to which the product produced will be compatible with the jurisdiction's GIS system and work order software.
- The project will be utilized to do broader analysis of the urban forest resource in the jurisdiction via widely available GIS and other computer modeling tools.
- The project is located in an area with an unemployment rate in the relevant census tract that exceeds the average unemployment rate for urban areas in California and provides jobs for currently unemployed persons. Documentation will be required for full proposal if successful in the concept proposal process.
- The project has an educational component and develops public awareness of the need for expanding and managing urban forest resources.
- The number of trees to be inventoried is high in relation to the budget requested.
- The project will be in one of the following:
  - *Disadvantaged community*: means a community with a median household income less than 80% of the statewide average.
  - *Severely disadvantaged community*: means a community with a median household income less than 60% of the statewide average.

## Project Rating Criteria:

Any conditions, attributes, or requirements of this RFP and the *Urban & Community Forestry Grant Programs Procedural Guide for 2012/2013* may be utilized for rating purposes.

### 1. Best Practices

- Project has an adequate existing tree protection system in place.
- Project applicant has an existing professional urban forest resource manager.
- Applicant is able to use the inventory for active management of the urban forest under its jurisdiction (GIS compatibility, work order generation).
- Project applicant has agreed to follow *CAL FIRE*'s data collection criteria (Attachment A of RFP).
- Project will inventory the entire public urban forest resource in the jurisdiction or is part of a published plan to do so in the near future.
- Project seeks to utilize the inventory being undertaken to do further environmental and economic analysis of the urban forest resource.

### 2. Program Priorities (Must meet one or more)

- Interagency Cooperation and Integration (partnerships)
- Maximizes public participation/involvement.

- Project is Proposed by a Severely Disadvantaged or Disadvantaged Community.
- Project is ready to move forward immediately.
- Applying organization has adequate capacity to carry out the project.
- Application quality (thoroughness, clarity, focus, accuracy).

Note: In addition to the above criteria, application completeness, degree of community need, project value and project reflection of Urban Forestry Act goals and values will be evaluated.

**Project Timeline:**

Projects Completed By March 30, 2015

Projects Closed – June 1, 2015

No Reimbursement Possible After this date

Note: Please see *Urban & Community Forestry Grant Programs Procedural Guide for 2012/2013* for reporting requirements for this grant program.

**What happens after submitting an application?**

(Please see APPENDIX F of the *Urban & Community Forestry Grant Programs Procedural Guide for 2012/2013* for a CAL FIRE Urban & Community Forestry Program Grant Process Flow Chart).

**Application Review and Filing**

Upon receipt of an application for an urban forestry project grant, CAL FIRE Urban & Community Forestry staff or a designee of the CAL FIRE Urban & Community Forestry Program Manager shall review it for conformance with the California Urban Forestry Act of 1978 (Public Resource Code 4799.06 to 4799.12), The California Code of Regulations (Title 14, Division 1.5, Chapter 9.7), this Request For Proposals, and the *Urban & Community Forestry Grant Programs Procedural Guide*. Such review may include an inspection of the project area, if applicable.

If the application is found incomplete in a material way or the proposed project is not eligible for a grant, the applicant will be informed that the proposed project is ineligible. Only when an application is complete and the project is deemed eligible for a grant, will CAL FIRE Urban & Community Forestry staff file the application.

**Notification of Application Status**

CAL FIRE Urban & Community Forestry staff shall notify each applicant whose application has been filed and reviewed of the status of its application within ten working days of the completion of review.

(1) For those applications that have ranked high enough in the initial review, *CAL FIRE* shall notify the applicant and invite them to submit a full proposal for a grant for the project. Invitation for a full proposal is NOT a guarantee of funding. Once a full proposal is submitted, *CAL FIRE* Urban & Community Forestry staff will notify the applicant if a grant will be awarded as the circumstances allow. The applicant may then either withdraw their application or complete the negotiations and execute a grant agreement. When the grant agreement is executed, the Director of *CAL FIRE* will make the grant funds available to the recipient in the manner and at the times specified in the agreement. **DO NOT BEGIN WORK ON A PROJECT PRIOR TO RECEIVING A FULLY EXECUTED GRANT AGREEMENT.** Doing so may result in the project being ineligible for reimbursement.

(2) For those applications that are eligible but for which there are no existing funds due to ranking, *CAL FIRE*, shall notify the applicant that they will be invited to submit a full proposal if funds become available during the fiscal year. If no funds become available during the fiscal year, *CAL FIRE* shall notify the applicant of this and shall encourage him/her to apply for funds during the next period in which *CAL FIRE* requests proposals for urban & community forestry projects.

Administration: To receive a grant, successful applicants must enter into a grant agreement with *CAL FIRE*. Grant recipients must agree to complete their project and allow for periodic inspections. In return, *CAL FIRE* agrees to share the cost of the project.

Technical Assistance: For technical assistance in preparing the concept proposal, the applicant should contact the *CAL FIRE* Regional Urban Forester located in the area nearest to the proposed project (see Procedural Guide APPENDIX E):

Request for Record Review.

Within ten days of the receipt of notice that the application has been denied the applicant may request that the Director of *CAL FIRE* personally reconsider the decision of rejection. The request shall identify the applicant and the proposed project, and shall briefly state the applicant's reasons for requesting reconsideration. The Director shall consider the application and all of the correspondence from interested parties in reviewing the decision.

Final Decision by the Director.

If the Director finds that the decision to reject the application conforms to these guidelines and the Act, the Director shall uphold the decision. If the Director finds that the decision to reject the application does not conform to these guidelines or the Act, the Director may approve the application.

# ATTACHMENT A

## Minimum Collection Attributes for CAL FIRE Grant-Funded Tree Inventories

### IMPORTANT NOTE:

Failure to gather data to the below attributes will result in the denial of reimbursement of grant funds unless specific written authorization to deviate from the above attributes has been provided by CAL FIRE Urban and Community Forestry Program Staff prior to invoice submittal.

- **Mapping coordinate.** X and Y coordinate locations (latitude and longitude). Each tree and planting site will be located using GIS maps and/or GPS equipment.
- **Block side.** The location of each street tree and planting site so that they can easily be identified for future work. Street trees and planting sites will be located using a street name, side of lot, tree number, and block side information (on street, from street, and to street).
- **Area.** Tree locations will be identified by subdivision or code number.
- **Location.** The tree's physical location in relation to public Right of Way and/or public space will be recorded.
- **Species.** Trees will be identified by *genus* and *species*, and by common name.
- **Diameter.** Tree trunk diameter will be recorded. This should be to the nearest 1-inch.
- **Stems.** The number of stems a tree has will be recorded.
- **Condition.** In general, the condition of each tree will be recorded in one of the following categories adapted from the rating system established by the International Society of Arboriculture:

Excellent	100%
Very Good	90%
Good	80%
Fair	60%
Poor	40%
Critical	20%
Dead	0%

- **Maintenance need.** The following maintenance categories will be collected:
  1. Priority 1 Removal. Trees designated for removal have defects that cannot be cost-effectively or practically treated. The majority of the trees in this category have a large percentage of dead crown and pose an elevated level of risk for failure. Any hazards that could be seen as potential dangers to persons or property and seen as potential liabilities would be in this category. Large dead and dying trees that are high liability risks are included in this category. These trees are the first ones that should be removed.
  2. Priority 2 Removal. Trees that should be removed but do not pose a liability as great as the first priority will be identified here. This category would need attention as soon as “Priority One” trees are removed.
  3. Priority 3 Removal. Trees that should be removed, but that pose minimal liability to persons or property, will be identified in this category.
  4. Priority 1 Prune. Trees that require priority one pruning are recommended for trimming to remove hazardous deadwood, hangers, or broken branches. These trees have broken or hanging limbs, hazardous deadwood, and dead, dying, or diseased limbs or leaders greater than four inches in diameter.
  5. Priority 2 Prune. These trees have dead, dying, diseased, or weakened branches between two and four inches in diameter and are potential safety hazards.
  6. Large Tree Routine Prune. These trees require routine horticultural pruning to correct structural problems or growth patterns, which would eventually obstruct traffic or interfere with utility wires or buildings. Trees in this category are large enough to require bucket truck access or manual climbing.
  7. Small Tree Routine Prune. These trees require routine horticultural pruning to correct structural problems or growth patterns, which would eventually obstruct traffic or interfere with utility wires or buildings. These trees are small growing, mature trees that can be evaluated and pruned from the ground.
  8. Training Prune. Young, large-growing trees that are still small must be pruned to correct or eliminate weak, interfering, or objectionable branches in order to minimize future maintenance requirements. These trees, up to 20 feet in height, can be worked with a pole-pruner by a person standing on the ground.
  9. Stump Removal. This category indicates a stump that should be removed.
  10. Plant Tree. During the inventory, vacant planting sites will be identified by street and address. The size of the site is designated as small, medium, or large (indicating the ultimate size that the tree will attain), depending on the growing space available and the presence of overhead wires.

- **Observations.** General observations referring to a tree's health, structure, and location will be made. (Note: This attribute may be combined with notes if the applicant does not see value in having both attributes).
- **Clearance Required.** Trees, which are causing or may cause visibility or clearance difficulties for pedestrians or vehicles, will be identified, as well as those trees blocking clear visibility of signs or traffic signals.
- **Hardscape Damage.** Damage to sidewalks and curbs by tree roots are noted. Notes on potential fixes for the problem are encouraged (redesign options etc...)
- **Overhead Utilities.** The inventory indicates whether overhead conductors or other utilities are present at the tree site that could result in conflicts with the tree.
- **Grow space.** The area within the growing space is categorized as:
 

<b>T</b>	Tree Lawn
<b>W</b>	Well/Pit
<b>M</b>	Median
<b>P</b>	Raised Planter
<b>O</b>	Open/Unrestricted
<b>I</b>	Island
<b>U</b>	Unmaintained Area
- **Space Size.** The narrowest dimension of the Grow Space, in feet. (I.e., 3'x3' cutout, 4' parkway strip, open parkland, etc.....)
- **Notes.** Additional information regarding disease, insect, mechanical damage, etc. can be included in this field.

## FEDERAL AFFILIATION

This program is made possible through a cooperative relationship with the USDA Forest Service.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.